

**BEFORE THE 2006 JUDICIAL COUNCIL OF GUAM  
RESOLUTION NO. JC 06-004**

**RELATIVE TO ADOPTING ADMINISTRATIVE POLICY UJ06-06 REGARDING  
SALARY INCREMENTS OR ADJUSTMENTS FOR UNCLASSIFIED POSITIONS**

**WHEREAS**, it is the desire of the Unified Judiciary to ensure that a uniform compensation policy regarding salary increments or adjustments for unclassified employees is in place and is properly utilized by the Judiciary; and

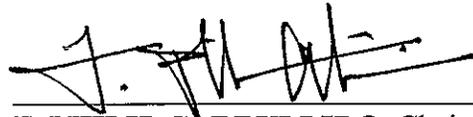
**WHEREAS**, the Judiciary's Unification Task Force has found that the Supreme Court and Superior Court have administered separate pay policies on salary increments for their unclassified positions for quite some time; and

**WHEREAS**, this compensation policy will provide for the clear and consistent administration of salary adjustments for all unclassified personnel of the Judiciary of Guam; and

**WHEREAS**, Guam law requires that administrative policies related to Judiciary employee compensation issues be adopted by the Judicial Council;

**NOW THEREFORE BE IT RESOLVED**, that Administrative Policy UJ06-06 which appears as Exhibit "A" hereto is **HEREBY ADOPTED**.

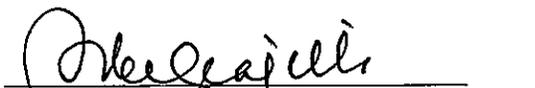
**DULY ADOPTED** this 15<sup>th</sup> day of February, 2006 at a duly noticed meeting of the Judicial Council of Guam.



**F. PHILIP CARBULLIDO**, Chairman

Dated: 3/10/06

ATTEST:

  
**ANNABELLE C. MAJILLO**, Secretary

Dated: 3/10/06



## ADMINISTRATIVE OFFICE OF THE COURTS

# ADMINISTRATIVE COMPENSATION POLICY #UJ06-06

### REF: SALARY INCREMENTS OR ADJUSTMENTS FOR UNCLASSIFIED POSITIONS

#### Section 1. Background/Authority

The Judiciary's Unification Task Force has found that the Judiciary's Supreme Court and Superior Court have administered separate pay policies on salary increments for its unclassified positions. On June 24, 1999 the Judicial Council adopted a resolution granting salary adjustments to unclassified employees who complete two (2) years of full-time service with the Judiciary. However, the 1999 policy was never implemented with Supreme Court's eligible unclassified positions. This compensation policy will provide for a clear and consistent administration of salary adjustments for all unclassified personnel of the Judiciary of Guam. Legal authority for adoption of this compensation-related policy is found at Title 4 GCA §§ 6301 and 6302 as well as in the Organic Act of Guam at 48 U.S.C. 1424-1 (b).

#### Section 2. Policy

- 2.1 As a pay incentive for the Judiciary's unclassified personnel, this compensation policy provides for an upward salary adjustment for those eligible unclassified employees. The administration of this policy shall be subject to the availability of funds. No salary increase is authorized to be retroactive from the date of its authorization, unless so specified by law. (Ref: 4 GCA §6218.1). **This policy applies to all full-time personnel whose salaries are not fixed or established by statute or the Judicial Council.**
- 2.2 Unclassified employees of the Judiciary who complete two (2) years of full-time satisfactory service shall be entitled to a pay adjustment of 3.5% salary increase or a one step increase (for those compensated by the unified pay schedule with Grades A through V).
- 2.3 The two years full-time satisfactory service shall initially commence from the effective date of appointment or hire to the unclassified position.
- 2.4 This salary increment applies regardless of what step placement the employee was hired at and assigned on the unified pay scale.

**Section 3. Eligibility**

- 3.1 To be eligible for this salary increment, a performance appraisal or evaluation form must be completed by the unclassified employee's immediate supervisor and such appraisal or evaluation form shall be completed in a timely manner. Final approval for any salary increase must be given by the Administrator of the Courts who serves as the appointing authority for all unclassified appointments.
- 3.2 An overall rating of satisfactory or higher must be earned.
- 3.3 Paid or combination of paid and unpaid absences of three (3) calendar consecutive months or more will automatically extend the salary increment anniversary date equal to the amount of leave taken.
- 3.4 Any leave without pay beyond twenty (20) consecutive work days will automatically extend the salary increment date equal to the amount of leave taken.
- 3.5 An employee who was detailed or appointed acting shall not affect the two year waiting period to be eligible for the salary increment regarding their original position. The increment will continue to process according to its effective date and subsequent adjustments will apply for the differential pay.

**Section 4. Other Related Provisions**

- 4.1 This policy is established at the discretion of the Judiciary and may be withdrawn without notice at any time.
- 4.2 Nothing in this compensation policy limits the discretionary authority of the Administrator of the Courts to deny recommended salary increments, change the effective date, or grant more than a one step increment, or grant salary adjustment before completion of the two year waiting period.
- 4.3 Any unclassified employee who receives a salary adjustment with an increase in pay prior to his/her anniversary date for whatever reasons or basis as approved by the Chief Justice shall constitute a new two year waiting period from the date of the salary increase.
- 4.4 Nothing in this policy may disrupt the waiting period for those currently appointed to unclassified positions within the Judiciary of Guam since the Judicial Council's June 24, 1999 adoption and this unified policy adoption.
- 4.5 This pay policy also applies to limited-term full-time administrative support staff or administrative employees who are categorized as unclassified employees.

**Section 5. Administrative Authority of this Policy**

Any changes to this policy shall require action by the Judicial Council. Nothing in this administrative policy shall limit the discretionary authority of the Administrator of the Courts to make decisions or to establish other policies and procedures on other issues not covered or specified by this policy.